

PROJECT MANAGER (PART-TIME 40-60%)

We are looking for a Project Manager to join our team in Berlin. Swiss Typefaces is a type design company known for its cutting-edge and innovative approach. Our retail and custom typefaces are valued for their high quality, both in terms of aesthetics and technology. International clients include big tech companies, luxury and fashion brands, cultural institutions, and state organizations. Universal Typefaces is the German branch for Swiss Typefaces. Our small team in Berlin is currently composed of two Type Designers and a Font Technology Specialist (and sometimes a kind dog!), all of whom are open-minded, cultivate a friendly and calm atmosphere in the office .

You will oversee the studio's design and business operations, working closely with the team in Berlin and Vevey. You will serve as a key point of contact for clients and the design team.

We are seeking a collaborative individual with a lot of enthusiasm and energy, someone who is proactive and an excellent communicator. We aim to establish a lasting, professional collaboration that grows and evolves over time.

ROLE (Responsibilities include but are not limited to)

- ✦ Analyze customer inquiries, offer appropriate solutions, process requests, follow up as necessary
- ✦ Ensure comprehensive oversight of all relevant information, coordinating the timely fulfillment of orders to meet the expectations of all parties
- ✦ Oversee the management of incoming emails, providing thorough responses, addressing customer concerns, sharing product and condition information
- ✦ Define client & project expectations together with the Sales & Communication Assistant, and communicate client feedback and project expectations to the Design team in a clear, constructive, timely and actionable manner
- ✦ Lead the management and follow-up of projects, ensuring effective collaboration through emails, calls, meetings, and other channels
- ✦ Collaborate closely with the Design team to define the scope, objectives, and deliverables of each project
- ✦ Plan and schedule project timelines and milestones using the most appropriate tools and methodologies
- ✦ Exhibit strong project documentation and communication skills, ensuring clear task and responsibility allocation across teams and stakeholders
- ✦ Lead projects, ensuring they stay on track and meet delivery timelines
- ✦ Foster and maintain strong, professional relationships with customers, providing guidance and support with charm, diplomacy and diligence
- ✦ Maintaining accurate records of meetings, decisions and next steps, tracking client feedback
- ✦ Assist in the coordination and oversight of the company's development projects
- ✦ Produce high-quality digital content, efficiently compile data, and conduct thorough evaluations of information

Depending on your interests and initiative, there's a room for additional responsibilities. Particularly studio management tasks, i.e. day-to-day life in the office, general improvements, etc.

EXPECTED PROFILE

- ✦ 3 years Professional experience, including 2 years in Customer Service or 2 years in Project Management
- ✦ Eligibility to work in Germany
- ✦ Previous work experience in a graphic design agency, digital type foundry or more broadly in visual communication is a plus

Applicants are not expected to have expertise and/or experience in all those fields. However, the right amount of curiosity, perseverance and willingness are necessary.

MUST-HAVE

- ✦ Proficiency in English (written and spoken), notions of German
- ✦ Strong organization, planning, prioritizing and writing skills, and able to organize and conduct meetings
- ✦ Proactive in implementing new processes, analytical skills with high attention to detail, «can-do» attitude
- ✦ Fluency with digital, including contemporary office software (MS Office, Adobe Acrobat) and agility with CMS, ERP tools, etc.
- ✦ Time and resource management skills; managing multiple projects simultaneously without difficulty in two different sites (Berlin and Vevey)
- ✦ Collaborative nature and have an easy-going personality, capable to work in a relatively small team, with great exposure to the management
- ✦ Reliable, able to meet deadlines and to organise your own and others' time
- ✦ Excellent communication skills, forward thinking, and work with discipline and method
- ✦ Commercial awareness, and seeking to identify and understand customer's needs, anticipating customer's needs, nurturing high quality service
- ✦ Monitoring tasks, processes and problems related to projects with the resources available
- ✦ Comfortable working in a role which involves a strong element of client services as well as internal project management

WE VALUE

- ✦ Interest in the field of graphic and type design and understand their mechanics
- ✦ Exposure to international and complex projects ideally in the graphic design, or type design industry isn't new for you
- ✦ Proficiency in French and/or German would be a plus (written and spoken)
- ✦ Curiosity, integrity & ethics, positive, pro active and energetic attitude

WE OFFER

- ✦ Salary range EUR 15'000 – 35'000 per year, depending on experience, qualifications and occupation rate
- ✦ Part-time position
- ✦ A role in a work environment in close contact with prestigious clients, design agencies and prominent figures in the design field
- ✦ Great potential for growth, based on your interests and skills

POSITION

This is a part-time position on site. Our office is located in Berlin Kreuzberg.

We ideally expect to fill this position from May 2, 2025 or before, or by arrangement depending on your earliest availabilities.

HOW TO APPLY

Please, reach out to us via e-mail to apply@universaltypfaces.com with object «PROJECT MANAGER POSITION», containing the following:

- ✦ A short description of your current situation and what you are aiming for by applying at this position.
- ✦ Your Curriculum Vitae and references

Application deadline: 11.04.2025

We will first review all applications. Selected profiles will receive an e-mail to set up an interview in person or online. Other profiles will receive an e-mail at the end of the process. We thank you in advance for your interest and remain at your disposal for any further information via e-mail.